Kindergarten Standards Reporting

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| ***Manage your standards for your students:*** | |
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| **Using the Grade Book** |  |
| Click on Gradebook from the left hand navigation bar. Then select Launch Gradebook. Once gradebook launches make sure it reads 2011-2012 in the top left corner and Reporting Term is set to the ***Y1***. You may use the assignment tab as a normal gradebook. To mark K Standards you must click on **FINAL GRADES** tab. |  |
| Control click on the first standard you wish to mark and select FILL SCORES |  |
| Select Replace ALL and use the drop down at Grade: to select N1, N2, etc.  Then go into individual students who need an alternative selected and make those adjustments individually. Do not forget to click OK. Likewise click Save at the bottom of your screen when you are done. |  |
| Since we have moved to marking K standards with the appropriate nine weeks for mastery no standard has to be marked more than once per student after mastery. If you are marking (/) for introduced but not mastered, then you will need to go back when that student has mastered that standard and denote the correct marking period. | |
| At the end of each marking period you will need to click on N1, N2, N3, or N4 where the Y1 is located and switch to the appropriate grading period(N1,N2,N3,N4). Select Final Grades again and scroll to the end for the 9 behaviors you need to mark. You can mark them individually or mass fill them just like you have been doing except you will be selecting from S, P, N. Then near the names where it says Final Grade….control click or right click and go to Score Inspector. Click on the Comment tab and this is where you will do your comments. Remember if you wish to type one do that first then select any canned comments you wish. | |
| Last step…When you have finished and grades are complete go back to the start page for Powerteacher and click the paper to the right of the printer icon. Review grades for accuracy, place a checked in the box to verify grades, date, and submit. You are now finished with your grades for the marking period. | |